

Position: **Financial Analyst**
Grade: **FSN-11**
To: **All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)**
Opening Date: March 13, 2014
Closing Date: March 28, 2014
Work Hours: **Full time; 40 Hours/week**
Salary Scale: (RD\$1,277,789.00 – 2,044,464.00)

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Financial Analyst position at the Controller's Office.

Basic Functions

This position is located in the Regional Controller's Office, USAID/Dominican Republic (DR). The primary purpose of this position is to provide financial analysis and audit management support to one or more of the client missions in the region, which may include TDY travel to the client missions. Also, functions as the Regional Controller's representative regarding SOT or DOT (new Strategy) activities. As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's Financial Management, Accountability and Internal Control policies and procedures for all USAID funded activities.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 809-731-4288.

Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A bachelor's degree in Accounting, Finance or Business Administration is required.
2. English and Spanish Level IV (Fluent) is required.

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

3. From five to seven years of progressively responsible experience in professional accounting, auditing, or financially oriented business management.
4. Must possess a thorough knowledge of professional audit and accounting principles, theories, practices and terminology; and relevant government and business institutions financing, accounting, budgeting and reporting aspects.
5. Must be capable of quickly learning all financial aspects of program activity design and implementation, exercising a high degree of independent judgment in analyzing, evaluating and formulating conclusions, and searching for and creating innovative approaches to achieve efficiency and effectiveness.
6. Excellent teamwork and cross-cultural communication and computer skills.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information require in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174), **and** a current resume or curriculum vitae.
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Office of Human Resources
Attention: Sofia Dominguez
e-mail: santodomingoresume@state.gov

POINT OF CONTACT

Sofia Dominguez
Telephone: 809-731-4288
Fax: 809-731-4372

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
March 28, 2014**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with

such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.